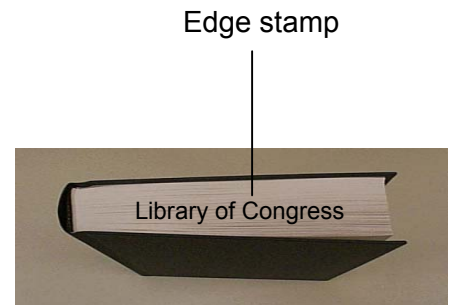
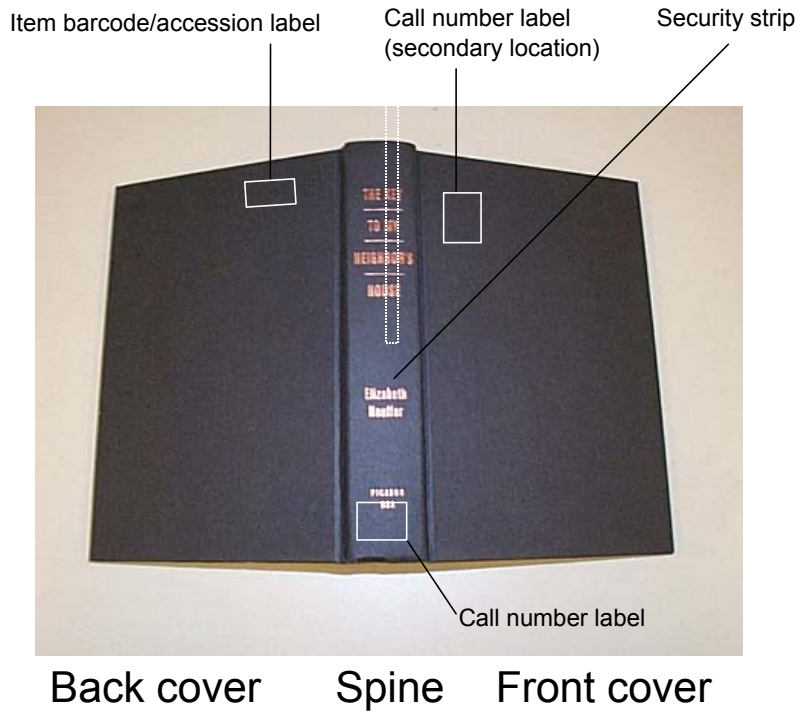
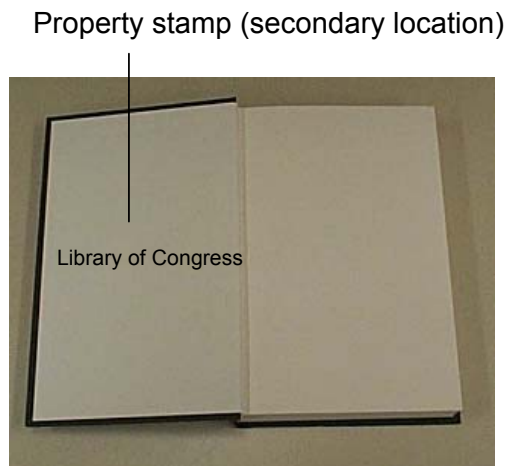


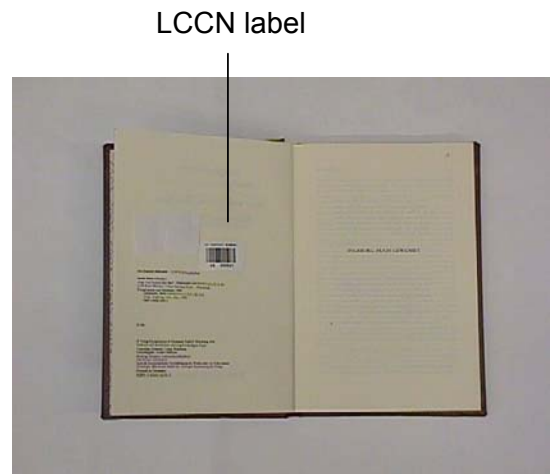
### 3.1.1 Non-rare book and bound serial



Head of text block



Inside front cover



Verso title page

Full/core cataloging MLC cataloging Serial
--

3.1.1 Non-rare book and bound serial<sup>1</sup>

Hardcover Paperback Bound pamphlet Library-bound serial Self-contained serial unit
--

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer  Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine— if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp  Archival ink (red)	Head (top edge of text block) – 1 <sup>st</sup> , OR Inside front cover, center – 2 <sup>nd</sup>
Security strip	Electromagnetic device	Variable	Manual insertion  Pres. spec 800-801/2	Spine OR Between pages
LCCN label <sup>2</sup>	LC CONTROL NUMBER Barcode symbology Eye-legible LCCN number	1½" W x 1" H	Thermal transfer  Pres. spec 700-714	Verso title page, lower part of page
Call number label <sup>3</sup>	Assignment Classification Cutter number Enumeration Chronology Copy number	1" W x 1½" H	Thermal transfer  Pres. spec 700-712	Spine, bottom OR Front cover, upper left quadrant

<sup>1</sup> Orientation of book assumed to be spine left for purposes of location description. Front cover refers to cover of book in this orientation, regardless of text layout inside (i.e., volume in languages that read back to front).

<sup>2</sup> Applied only to the first instance of a work.

<sup>3</sup> If cataloged as Minimal Level Cataloging (MLC), receives preprinted shelving number label rather than call number.

### 3.1.2 Non- rare special format

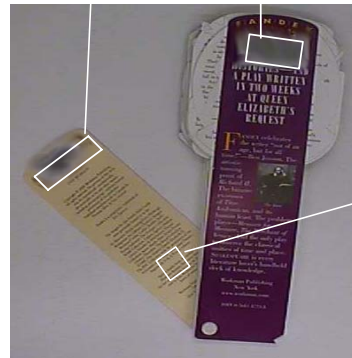


Front cover

Call  
number  
label

Property stamp

Item barcode/  
accession label

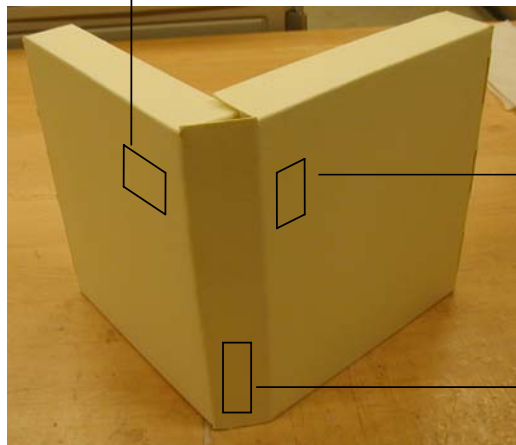


Inside  
front cover

Back  
cover

LCCN label

Box item barcode/  
accession label



Box call number label  
(secondary location)

Box call number label

Back, spine, and front cover of box

3.1.2 Non-rare special format<sup>1</sup>
 Unshelvable item  
 Odd-shaped book

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x ¾" H	Thermal transfer  Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine— if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp  Archival ink (red)	Head (top edge of text block) – 1 <sup>st</sup> OR Inside front cover, center – 2 <sup>nd</sup>
Security strip	Electromagnetic device	Variable	Manual insertion  Pres. spec 800-801/2	Spine OR Between pages
LCCN label <sup>2</sup>	LC CONTROL NUMBER Barcode symbology Eye-legible LCCN number	1½" W x 1" H	Thermal transfer  Pres. spec 700-714	Verso title page, lower part of page
Call number label	Assignment Classification Cutter number Enumeration Chronology Copy number	1" W x 1½" H	Thermal transfer  Pres. spec 700-712	Spine, bottom OR Front cover, upper left quadrant
Box call number label	Assignment Classification Cutter number Enumeration Chronology Copy number Box number in series	1" W x 1½" H	Thermal transfer  Pres. spec 700-711	Spine of box – 1 <sup>st</sup> OR Front cover – 2 <sup>nd</sup>
Box item barcode label	LIBRARY OF CONGRESS PIN (duplicate of PIN on book)	1½" W x ¾" H	Thermal transfer  Pres. spec 700-711	Back cover, upper right

<sup>1</sup> May include accompanying material. See 3.1.3 for guidelines on marking the accompanying material.

<sup>2</sup> Applied only to the first instance of a work.

### 3.1.3 Book with accompanying material

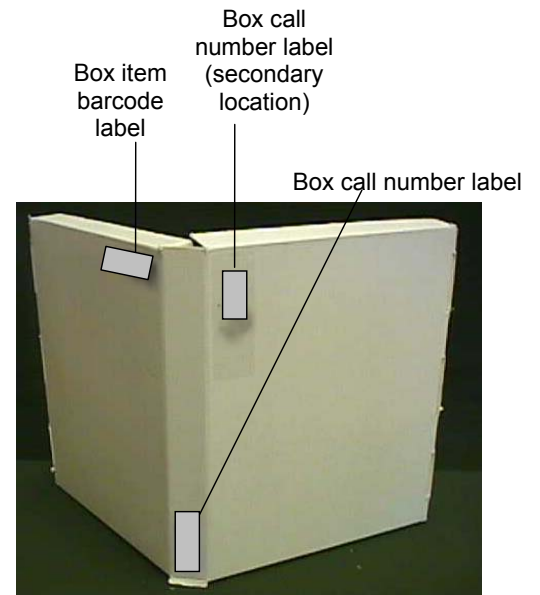
#### Example 1. Book with CD-ROM



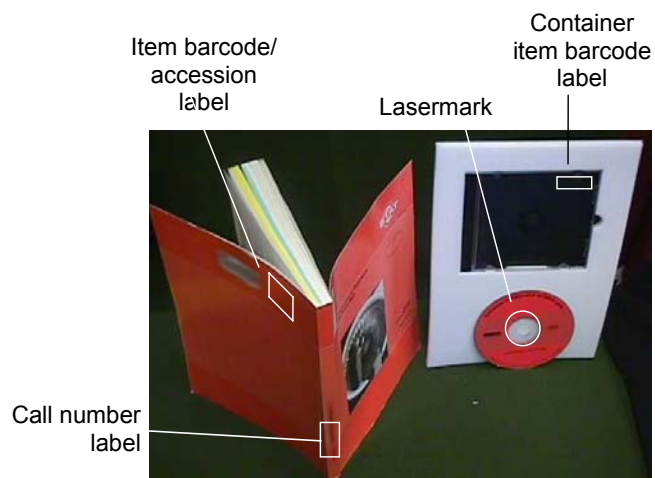
Book with accompanying material as received



Book and CD-ROM



Back and front cover of box



Book and CD-ROM

### 3.1.3 Book with accompanying material

#### Example 2. Pop-up book with artifact



Open book

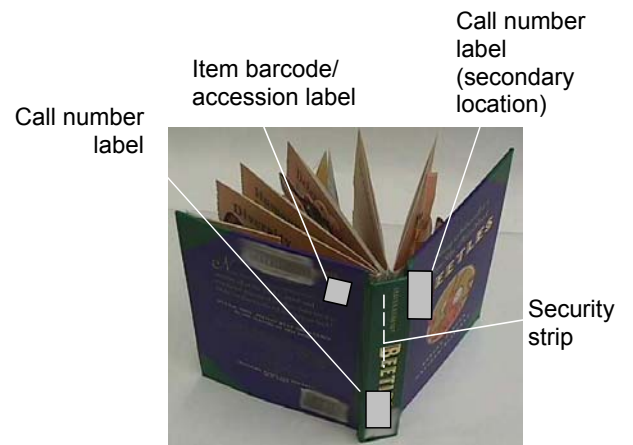


Piece

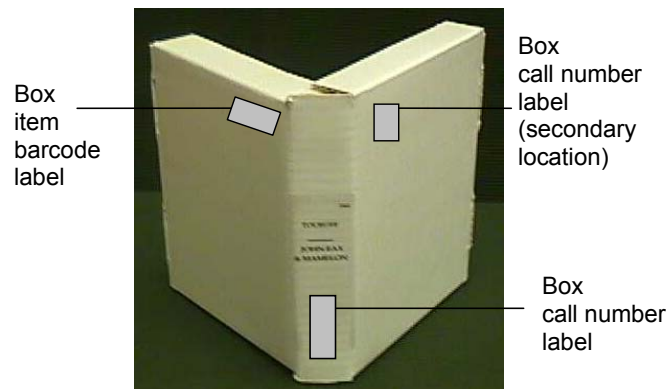


Call number label  
(secondary location)

Book with piece



Front and back  
book cover



Box

3.1.3 Book with accompanying material<sup>1</sup>

Book with CD-ROM  
 Book with floppy disk  
 Book with toy  
 Book with map

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer  Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine— if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp  Archival ink (red)	Head (top edge of text block) – 1 <sup>st</sup> , OR Inside front cover, center – 2 <sup>nd</sup>
Security strip	Electromagnetic device	Variable	Manual insertion  Pres. spec 800-801/2	Spine OR Between pages
LCCN label <sup>2</sup>	LC CONTROL NUMBER Barcode symbology Eye-legible LCCN number	1½" W x 1" H	Thermal transfer  Pres. spec 700-714	Verso title page, lower part of page
Call number label	Assignment Classification Cutter number Enumeration Chronology Copy number	1" W x 1½" H	Thermal transfer  Pres. spec 700-712	Spine, bottom OR Front cover, upper left quadrant

<sup>1</sup> Because the pieces are housed and served together with their primary item (e.g. book with maps, book with floppy disk), it is not necessary to apply a full set of labels to each piece. For accompanying material which is vulnerable from a security standpoint, affix a PIN to each piece that is different than the book PIN. Note: Books issued with sound recordings are not treated as "Books with accompanying material" because each format is stored separately.

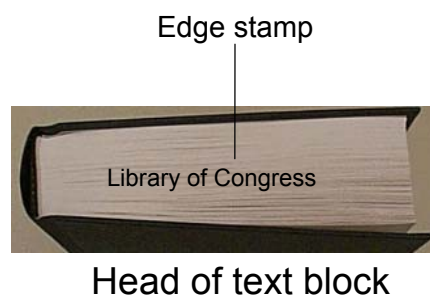
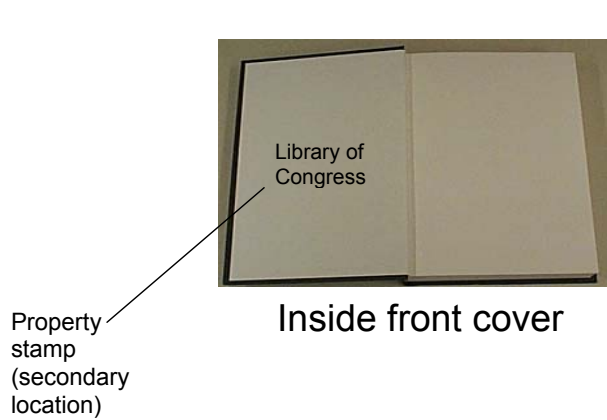
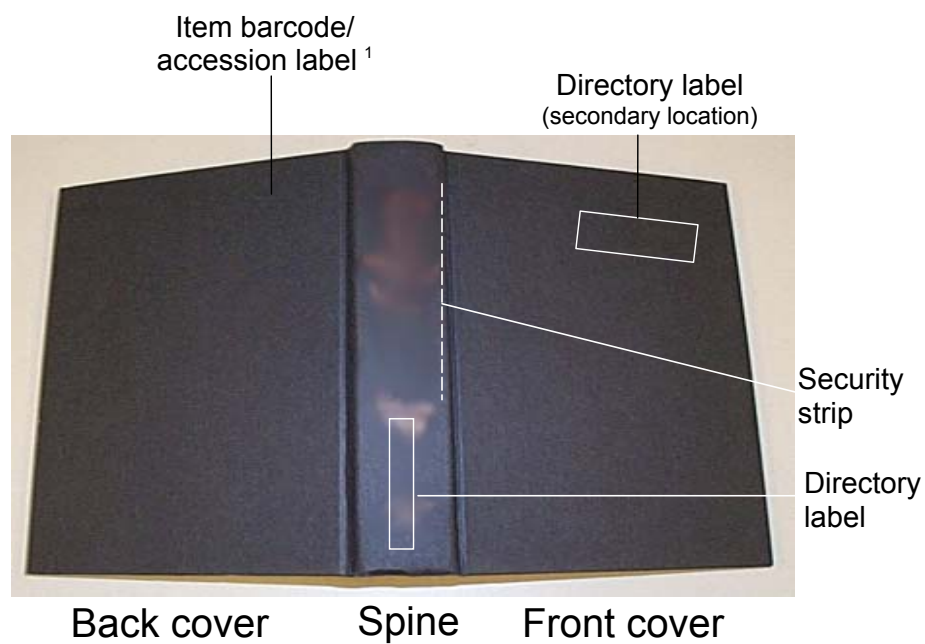
<sup>2</sup> Applied only to the first instance of a work. Placement is not shown in the illustrations for this format.

## 3.1.3 Book with accompanying material (continued)

Label applied	Content	Size	Production method and composition	Location
Box <sup>1</sup> item barcode label	LIBRARY OF CONGRESS PIN (duplicate of PIN on book)	1½" W x ¾" H	Thermal transfer  Pres. spec 700-711	Back cover, upper right
Box call number label	Assignment Classification Cutter number Enumeration Chronology Copy number	1" W x 1½" H	Thermal transfer  Pres. spec 700-711	Spine, bottom OR Front cover, upper left quadrant
Lasermark (if accompanying material is CD, CD-R, CD-ROM, or audio/video cassette)	LIBRARY OF CONGRESS Eye-legible PIN Source/method of acquisition Date of receipt	Variable	Lasermarking machine	See individual format for placement of lasermark.
Accompanying material item barcode label	LIBRARY OF CONGRESS PIN (unique)	1½" W x ¾" H	Thermal transfer  Pres. spec 700-711 to 700-714	Barcode only those formats which are deemed at risk. See individual format for placement of barcode.

<sup>1</sup> Box (optional - may not require a box)

## 3.1.4 Directory



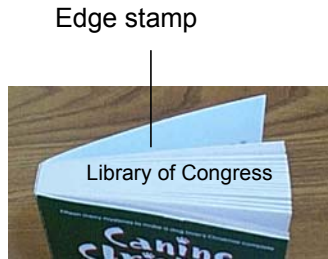
<sup>1</sup> Affixed in Copyright but not linked in ILS (no item record is created).

## 3.1.4 Directory

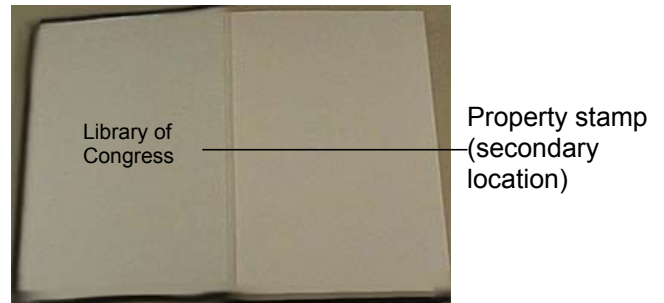
Phone book City directory Social register
---

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer  Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine— if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp  Archival ink (red)	Head (top edge of text block) – 1 <sup>st</sup> OR Inside front cover, center – 2 <sup>nd</sup>
Security strip	Electromagnetic device	Variable	Manual insertion  Pres. spec 800-801/2	Spine OR Between pages
Directory label	Assignment Directory City/title Enumeration Chronology Copy/set number	1" W x 1½" H	Thermal transfer  Pres. spec 700-712	Spine, bottom OR Front cover, upper right quadrant

### 3.1.5 Copyright paperback collection



Head of text block



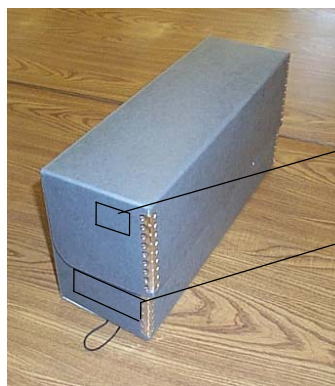
Inside front cover



Back cover



Inside back cover



Box

## 3.1.5 Copyright paperback collection

Label applied	Content	Size	Production method and composition	Location
Item barcode/ accession label	LIBRARY OF CONGRESS Acquisition source/method Date of receipt PIN (symbology + eye-legible number)	1½" W x 1" H	Thermal transfer  Pres. spec 700-712	Back cover, upper right ¼" below top and 2" left of spine— if significant data obscured, may move label left/right, but no lower than top ¼ of back cover
Security strip	Electromagnetic device	Variable	Manual insertion Pres. spec 800-802	Between pages
Edge stamp	LIBRARY OF CONGRESS	1¼" W x ½" H	Manual stamp Archival ink (red)	Head (top edge of text block) – 1 <sup>st</sup> , OR Inside front cover, center – 2 <sup>nd</sup>
Piece label	Collection name Box number Piece number	1½" W x 1" H	Thermal transfer  Pres. spec 700-714	Last page of text, top center (inside back cover)
Box title label	Collection name Box number	2" W x 2" H	Thermal transfer  Pres. spec 700-711	Side of box below lid, center, lid opening o the left
Box item barcode label	LIBRARY OF CONGRESS PIN (unique)	1½" W x ¾" H	Thermal transfer  Pres. spec 700-711	Upper right corner, side of lid, lid opening to the left